

4.2 ID by ITEM / ID by ITEM 2

Introduction

The ID by Item and ID by Item 2 screens allow you to:

- View and edit item data for an ID for the current stat period and specified prior stat periods
- Set edit and imputation bypass flags for an ID
- Run the edit for a single ID
- Derive data for a single ID
- Weight data for a single ID
- Run simple imputation for a single ID
- Access the Notes screen for an ID
- Access the Respondent Text screen for an ID (if applicable for the survey)
- View current-to-prior period ratios of data item values (ID by Item2 only)

There are two versions of this screen: ID by Item and ID by Item 2. You may review edited data for up to 3 statistical periods in the ID by Item screen. This includes the default stat period specified in User Setup, and up to 2 additional stat periods specified in the Review and Correction Main Menu.

In the ID by Item 2 screen, you may review data for only 2 statistical periods. In place of the third statistical period of data, the ID by Item2 screen displays the current-to-prior period ratio.

NOTE: Adjusted and weighted-adjusted data are not displayed on this screen. You can view adjusted and weighted-adjusted data in the Review and Correction system from the ID Matrix, Item by ID, or Historical Data screens.

Accessing the Screen(s)

- ! Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- ! From the Review and Correction Main Menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- ! Select the GOTO pmenu option.
- ! Select “Item Data”.
- ! Select “ID by Item” or “ID by Item 2”.

Item	N	R	I	Reported Current Pd	Edited Unadjusted Data	Left Justify Data
10221	-	-	-	1435	345 A	Product Code: 3321132
10223	-	-	-	1565	322211 A	Product code: 3321132
10231	-	-	-	1435	4333 A	Product code: 3321133
10233	-	-	-	1565	456 R	Product code: 3321133
10351	-	-	-	1435	1435 A	Product code: 3321224
10353	-	-	-	1565	1565 A	Product code: 3321224
10371	-	-	-	1435	1452 A	Product code: 3321222
10373	-	-	-	1565	1578 A	Product code: 3321222
11111	-	-	-	1435	256 A	Product code: 3321600
11113	-	-	-	1565	478 A	Product code: 3321600
1035Q	-	-	-	2000	2000 A	10351+10353
1037Q	-	-	-	3000	3000 A	10371+10373
1111Q	-	-	-	734	734 S	11111+11113
12222	-	-	-	12345	12345 A	test label

Figure 4.2a ID by Item Screen

Id by Item Data Review & Correction

Edit Utilities GoTo HELP Exit

Disclosure Prohibited - Title 13 U.S. Code Date: 09AUG99:10:56:59

ID X ITEM	Survey: MA33A	Stat Period: 1998A1	SELSET: SELSET1
ID: 0000011111	SIC:	Weight: 1.00	Check-in:
Name: COMPANY A	Data Source:	ID Flags: N	Bypass:

User Defined Data Line
 No id line specification exists - use survey specification module to create

Id by Item Data

Item	N	R	I	Reported Current Pd	Edited 1998A1	Unadjusted Data 1997A1	<(C-P)/P>*100	<input type="checkbox"/> Left Justify Data
? 10221	-					345 A	. Product Code: 3321132	
? 10223	-					322,211 A	. Product code: 3321132	
? 10231	-					4,333 A	. Product code: 3321133	
? 10233	-					456 R	. Product code: 3321133	
? 10351	-				1,435 A		. Product code: 3321224	
? 10353	-				1,565 A		. Product code: 3321224	
? 10371	-					1,452 A	. Product code: 3321222	
? 10373	-					1,578 A	. Product code: 3321222	
? 11111	-					256 A	. Product code: 3321600	
? 11113	-					478 A	. Product code: 3321600	
? 1035Q	-				2,000 A		. 10351+10353	
? 1037Q	-					3,000 A	. 10371+10373	
? 1111Q	-					734 S	. 11111+11113	
? 12222	-					12,345 A	. test label	

Figure 4.2b ID by Item 2 Screen

Screen Features

4.2.1 CONTROL INFORMATION SECTION

The ID by Item screens consist of 2 parts: a Control Information section and an Item Data section. The Control Information section contains control information for the specified ID, including name, address, phone number, mail date, check-in date, and other processing information. The Item Data section contains item data for the ID. The item data refers to numeric data collected on the survey form/instrument.

The Control Information section consists of 3 standard lines of control information that will be the same for all users. A 4th variable line will display select fields at the user- or survey-level. The fields displayed in the 4th line must be specified in the Survey Specifications module. (See Chapter 2.8, Data Review Specifications, for information on creating/editing the survey-specific line.)

Listed below are the field names and corresponding descriptions for information contained in

both the Control Information and Item Data sections. Control Information fields are listed in alphabetical order. Item Data fields are listed by column.

BYPASS

- ! Indicates whether an ID should be included in various types of processing. The default for each of the bypass options is 'blank', meaning the processing operation is to be performed.

BYEDIT	blank	Edit this ID
	B	Do not edit this ID
BYSIMP	blank	Perform simple imputation on this ID
	B	Do not perform simple imputation on this ID
BYGIMP	blank	Perform general imputation on this ID
	B	Do not perform general imputation on this ID
BYIMPB	blank	Include this ID in the imputation base
	B	Do not include this ID in the imputation base
BYBUR	blank	Replace data through batch update
	B	Do not replace data through batch update

- ! Click on the arrow in the bypass field to bring up the Set Bypass Flags screen.
- ! To set the bypass flag for any of the processes listed above, click on the box next to the appropriate field. The box will be blackened if the bypass flag has been set. You can turn the bypass off, by clicking on the field again.
-

CHECK-IN

- ! Displays the date that the data was received (checked-in) for the case.
- ! Field is correctable.
- ! Enter date in YYMMDD format, where YY=year, MM=month, DD=date.

NOTE: If you change item data for an ID, the program will automatically prompt you for a check-in date (if one does not exist) when you apply the changes to the database. You have the option of inserting the current data into the check-in date field, however, it is not required.

DATA SOURCE

- ! The Data Source field displays a flag which indicates the source of the data for the ID. Data

may have been obtained by an analyst, keyed in J'ville, received via fax, etc. Data source flags include the following:

Blank	Case has not been satisfied
A	Analyst phone contact
C	CATI
E	EDI
F	Report form keyed via Key Entry 3
I	Internet
J	Clerk phone contact
O	Other
P	CAPI
Q	CSAQ
R	Respondent phone-in
S	Self filer
T	TDE
X	Fax

- ! To change (or set) a data source flag, click on the arrow in the Data Source field to display a pick list of data source flags and corresponding definitions. Click on the flag you wish to set.
 - ! When data is keyed in the interactive Review and Correction system AND a check-in date is supplied, the data source flag will default to 'A'. (If you want to set a different data source flag for data you have just keyed, you must apply the data updates first and then go back and change the data source flag.)
-

ID

- ! Displays the ID associated with the item data on the screen.
- ! You can access a specific case ID in the selection set by:
 1. Keying an ID in the ID field and pressing <ENTER>.
 2. Clicking on the arrow in the ID field to bring up an ID pick list of all IDs in the selection set.
- ! ID and NAME1 will be displayed in the pick list in ascending ID order.
- ! The vertical scroll bar on the right side of the pick list will allow you to scroll through IDs in the selection set.
- ! Choose an ID by clicking on it with the mouse.

- ! Perform searches to find a particular ID by clicking on the FIND button. You will be prompted to enter a string (partial ID). Enter the string/ID and click on “OK”. The ID pick list will display, beginning with the 1st occurrence of the ID matching the string entered.
 - 3. Pressing the F4 or F5 keys. F4 will take you to the previous ID and F5 will take you to the next ID sequentially in the selection set.
 - 4. Clicking on the UTILITIES pmenu option and choosing “Next ID” or “Previous ID”.
-

ID FLAGS

ID flags provide information regarding the case ID:

- | | |
|---|---|
| N | Notes exist for this ID; click on the ‘N’ to access the Notes screen. |
| R | Respondent text exists for this ID; click on the ‘R’ to access the Respondent Text screen |
| S | <u>Survey-level</u> edit rejects exist for this ID; click on the ‘S’ to access the rejects. |
| U | <u>User-level</u> edit rejects exist for this ID; click on the ‘U’ to access the rejects. |
| W | <u>Single ID</u> edit rejects exist for this ID; Click on the ‘W’ to access the rejects. |

NOTE: For more information on the different types of edits, please see Chapter 8.

NAME

- ! Displays the name of the case ID specified in the ID field.
- ! This field is not correctable.
- ! You must access the Control Information screen to make changes to the Name field. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

SELSET

- ! Displays the filename of the selection set currently being processed. (See Chapter 4.1 for more information regarding selection sets.)

- ! Click on the SELSET field to display a description of the selection set.
 - ! Field not correctable.
 - ! To access a different selection set or create a new one, return to the Review and Correction Main Menu.
-

SIC

- ! Displays the SIC (Standard Industrial Classification Code) for the case ID.
 - ! Field not correctable from this screen.
 - ! You must access the Control Information screen (and have the proper privileges) to change the SIC. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)
-

STAT PERIOD

- ! Displays the default stat period currently being processed.
 - ! Field not correctable.
 - ! To change the stat period, you must access the Survey Selection screen (See Chapter 4.1).
-

SURVEY

- ! Displays the survey currently being processed.
- ! Field not correctable.
- ! To change the survey, you must access the Survey Selection screen (See Chapter 4.1).
- ! Click on the survey field to display the survey name.

USER-DEFINED LINE

The user-defined line displays select control information fields at the user- or survey-level. These fields must be specified in the Survey Specifications module. (See Chapter 2.8, Data Review Specifications, for information on creating/editing the survey-specific line.)

WEIGHT

- ! Displays the weight for the ID.
- ! Field not correctable from this screen.
- ! You must access the Control Information screen (and have the proper privileges) to change WGT. (Access the Control Information screen by pressing Ctrl-C, or use the GOTO pmenu option.)

4.2.2 ITEM DATA SECTION

The Item Data section will contain the item data for the ID specified in the Control Information section. Reported data is displayed for the current stat period only. Edited data is displayed for the current stat period, as well as for any other stat periods specified in the Review and Correction Main menu. Data flags, identifying the source of the data; imputation flags, indicating the imputation method used for imputed data values; and imputation action flags (which control whether an item is to be imputed) are also displayed. The Item Data portion of the ID by Item 2 screen differs from that of the ID by Item screen in that one column of edited data is replaced by a column showing current-to-prior year ratio.

LEFT-JUSTIFY BUTTON

As the default, item data are displayed on the screen right-justified. Although this is beneficial for viewing the data, it sometimes poses problems for entering data. When the data are right-justified, it is important that you pay attention to the position of the cursor before keying in data values. If the cursor is not positioned properly, you may leave spaces in your entry which, as a result, will not be accepted by the program as valid. To make data entry easier, a “left-justify” option was provided. When used, data are displayed left-justified and you can simply tab to a field and type over an existing entry. Click on the button to turn the “left-justify” option on and off.

ITEM (Column 1)

- ! Displays the 5-character item code or mnemonic defined in the Item Data Dictionary.
 - ! The order in which the item codes are displayed is controlled by the “SORTKEY” in the Item Data Dictionary. (See Chapter 2.1.1, Item Data Dictionary, for more information on using the SORTKEY.)
 - ! Click on the item code to access a complete description of the item.
 - ! Add an item record by selecting the “Add item” option from the EDIT pmenu. Items must already be defined in the Item Data Dictionary before you can add them here. (See Chapter 4.9 for detailed information on the Add Item screen.)
-

NOTES FLAG (Column 2)

StEPS contains a Notes file, which allows you to store notes or comments about a case ID. Notes may be entered at the ID-level or may be associated with a specific item within an ID. There are 3 different types of notes: analyst, interviewer, and respondent remarks. (See Chapter 4.8, Notes, for more information on the different types of notes and how to use the Notes screen.)

- ! If any note (item- or ID-level) exists for an ID, an ‘N’ will be displayed in the ID Flags field in the Control Information section. Click on the ‘N’ to access the Notes screen for the ID.
 - ! If a note exists for an ID at the item-level, an ‘N’ will also be displayed in the Notes column next to the item with which it is associated. Click on the ‘N’ to display the note associated with the item.
-

RESPONDENT TEXT FLAG (Column 3)

Respondent text refers to a textual (as opposed to ‘numeric’) response to an item on the form. Since the data is not a numeric response, it must be kept in a separate file from the numeric data items. Not all surveys have respondent text.

- ! If respondent text exists for an ID, an ‘R’ will be displayed in the ID Flags field in the Control Information section. Click on the ‘R’ to access the Respondent Text screen for the ID.
- ! Some respondent text may be associated with a specific numeric data item. If this is the case, an ‘R’ will also be displayed in the Respondent Text column next to the item with which it is associated. Click on the ‘R’ to display the respondent text associated with the item.

IMPUTATION ACTION FLAG (Column 4)

! Associated with each item is an imputation action flag (IMPACT). The imputation action flag controls whether an item value is to be imputed. Values for the imputation action flag include the following:

blank	Follow the imputation rules to determine whether to impute or not (default)
Y	Impute, regardless of imputation rules
N	Do NOT impute, regardless of imputation rules (even if failure)
X	Follow rules to impute, but exclude from imputation base

! To set an imputation action flag, click on the Imputation Action Flag field to display a pick list of imputation action flags and corresponding definitions. Click on the flag you wish to set.

REPORTED DATA FOR CURRENT STAT PERIOD (Column 5)

! Displays data reported by the respondent for the item in the current stat period. (Only 'reported' data received through batch update will appear in this field.)

! Field not correctable.

! Data can be corrected in the edited-unadjusted field (see below) only.

EDITED-UNADJUSTED DATA (Columns 6, 9 - also column 12 for ID by Item)

! Displays the edited-unadjusted data for the current stat period (and any prior stat periods specified in the Review and Correction Main Menu screen.)

! Data is correctable if:

1. You have the proper privileges to correct data (DATAPRIV = U or P).
2. The data item is specified in the Item Data Dictionary as being a correctable field (CORFLG = U or P).
3. The stat period is specified in the VSTATP file as being a correctable stat period.

If you attempt to correct a field and you do not have the proper privileges, an error message will display. (See MAKING CORRECTIONS, below, for more information on entering/correcting data.)

DATA FLAGS (Columns 7, 10 - also column 13 for ID by Item)

! Associated with each item value is a data flag. Data flags are used to identify the source of the edited data item value. Data flags include the following:

Flag	Definition	Set By:	Tabbed as:
A	<u>A</u>nalyst correction Data corrections entered by the analyst ('A' is the default flag in the interactive Review and Correction system)	Analyst	Reported
C	<u>C</u>hange to prior period data Prior period data that is reported on the current period form	Batch update program	Reported
D	<u>D</u>erived data treated as reported The data item is not collected, but its value is derived from the values of other data items in the survey; treated as reported	Derived item module	Reported
E	<u>E</u>dit failure impute treated as reported Computer-generated data value resulting from an edit failure (e.g., balance, rounding); treated as reported data	Imputation program	Reported
F	<u>F</u>edit failure impute treated as imputed Computer-generated data value resulting from an edit failure; treated as imputed data	Imputation program	Imputed
H	<u>H</u>istoric change **** To be defined at a later date	Batch update program; Analyst	Reported
I	<u>I</u>mpute Data imputed by the analyst and entered using the interactive Review and Correction system	Analyst	Imputed
M	<u>M</u>isleading impute Data value imputed due to ID nonresponse	Imputation program	Imputed
R	<u>R</u>espondent reported data Data reported by the respondent (regardless of collection method)	Batch update program; Analyst	Reported
S	<u>S</u>ource treated as reported Reported data value that has originated from some other source; value was not collected on the form, computer-generated, or derived (excludes administrative data which is designated by flag 'W')	Batch update program; Analyst	Reported
T	<u>T</u>reated as imputed Imputed data value that has originated from some other source; value was not imputed by the analyst, computer-generated, or derived (excludes administrative data which is designated by flag 'Y')	Batch update program; Analyst	Imputed

Flag	Definition	Set By:	Tabbed as:
V	Derived data treated as imputed The data item is not collected, but its value is derived from the values of other data items collected on the survey; treated as imputed if one or more of the data values included in the derived value is imputed	Derived item module	Imputed
W	Administrative data treated as reported Reported data value taken from the administrative records of the IRS	Batch update program; Analyst	Reported
Y	Administrative data treated as imputed Imputed data value taken from the administrative records of the IRS	Batch update program; Analyst	Imputed

! When you edit or add data for an item in the edited-unadjusted field, the Data Flag screen will automatically display. Press <ENTER> to select the default flag of 'A' for 'analyst correction'.

! If you do not want to use the default data flag, select another using the mouse. Some data flags are set by various programs within StEPS. You may only change data flags that are correctable by 'analysts' (See the "Set by:" column in the Data Flag table above.)

! You cannot change a data flag unless you have edited the item data.

IMPUTATION FLAGS (Columns 8, 11 - also column 14 in Item by ID)

Associated with each item is an imputation flag. Imputation flags are set by the imputation program to identify the routine used to impute the data.

Imputation Flag	Method	Type of Imputation	Simple/General Imputation	Put in Imputation Reject File	Use in Imputation Base
A	SUM	Item	G	Yes	No
B	Custom method 1	Item	G	Yes	DK
C	Custom method 2	Item	G	No	DK
D	RESIDUAL	Complex	S&G	No	No
E	RESIDUA	Item	G	Yes	No
F	Free form	Item	S	No	No
G	SIMPREG	Item	G	Yes	No
H	MULTREG	Item	G	Yes	No
I	RATIO	Item	G	Yes	Yes

Imputation Flag	Method	Type of Imputation	Simple/General Imputation	Put in Imputation Reject File	Use in Imputation Base
	IMPALL	Complex			
J	AUXRAT	Item	G	Yes	Yes
K	RAKEIMP	Complex	G	Yes	No
L	unused				
M	MEAN	Item	G	Yes	Yes
N	Unable to impute	Item	G	No	No
O	ROUND	Complex	G	No	No
P	PCTRAT	Item	G	Yes	Yes
Q	unused				
R	RAKE	Complex	S&G	No	No
S	NSK	Complex	G	No	No
T	ATREND	Item	G	Yes	No
U	unused				
V	VALUE	Item	G	Yes	No
W	unused				
X	PRODUCT	Item	G	Yes	No
Y	YSUMX	Complex	S&G	No	No
Z	ZERO_SET	Complex	S&G	No	No

NOTE: If you change an item value, the program will automatically blank out the imputation flag field for that item.

CURRENT-TO-PRIOR PERIOD RATIO (Column 12 in ID by Item 2)

! Displays a ratio of the current period edited data as compared to the prior period. Value is computed as:

$$(C - P) / P * 100$$

where 'C' = current period edited data and 'P' = prior period edited data.

! Data is not correctable

ITEM LABEL (Column 15)

Associated with each item is a label. The label, specified in the Item Data Dictionary, identifies what the item is. The item label is displayed in the last column on the right side of the ID by Item screen. Since space on the screen is limited, the entire label may not be viewed in its entirety. For a more detailed description of the item, you can click on the Item field in Column 1 or access the Item Data Dictionary screen. (See Chapter 2.1.1, Item Data Dictionary, for more information on the Item label.)

4.2.3 MAKING CORRECTIONS

! You may type over an existing value, or delete the contents of a field and then enter a value. (Delete one character at a time using the DELETE key or press F6 to delete the entire contents of a field.)

! Key the data and press <ENTER>.

NOTE: YOU MUST PRESS <ENTER> EACH TIME YOU ENTER OR CHANGE A DATA VALUE, OR YOUR CORRECTIONS WILL NOT TAKE!

! The data flag pop-up window will automatically display after making a change or entering data. Press <ENTER> to accept the default flag of 'A' for 'Analyst correction' or choose a different flag using the mouse.

! You can correct any item data field provided:

1. You have the proper privileges to correct data (DATAPRIV = U or P).
2. The data item is specified in the Item Data Dictionary as being a correctable field (CORFLG = U or P).
3. The stat period is specified in the VSTATP file as being a correctable stat period.

An error message will display if you attempt to correct a field that is not correctable or if you do not have the proper privileges.

! Once you have completed all changes to an ID, you can save the changes by:

1. Selecting the "Apply corrections" option from the EDIT pmenu.
2. Pressing F2.

! Cancel corrections by:

1. Exiting the screen without applying the corrections.
2. Selecting the "Undo" option from the EDIT pmenu. (You can "undo" corrections as long as they have not yet been "applied.")

- ! You must apply corrections before exiting a screen and moving on to another. If you attempt to exit the screen without first applying the corrections, a warning message will display:

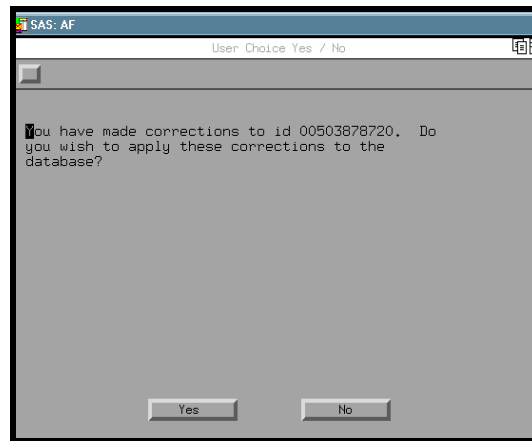


Figure 4.2.3a Apply Corrections Confirmation Screen

1. Click on “Yes” to apply the corrections.
2. Click on “No” to cancel the changes.

- ! If you enter data and attempt to apply corrections to an ID that has no check-in date, you will be prompted to enter one:

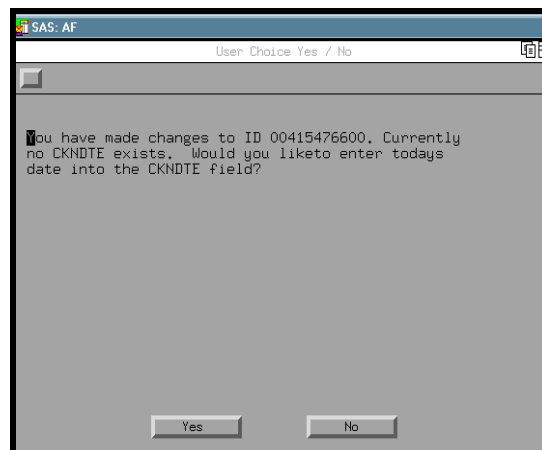


Figure 4.2.3b Check-in Date Screen

1. Click on “Yes” to have today’s date inserted into the check-in date field.
2. Click on “No” if you do not want to insert today’s date into the check-in date field.

- ! An audit trail will be created for all corrections applied to the database. The following fields will be included in the audit trail:

SURVEY	Survey name
STATP	Statistical period
ID	Case ID
ITEM	Item code/mnemonic
OLDFLAG	Old data flag
NEWFLAG	New data flag
OLDVAL	Old data value
NEWVAL	New data value
USRNME	Name of user who made the change
PRGNME	Name of program to update the value
PRGDTM	Date/time the update took place

! To access the Item Audit Trail:

1. Click on “Item Data” from the GOTO pmenu.
2. Click on “Audit Trail”.
3. Choose “Audit by ID” or “Audit by Date”.

4.2.4 RUN SINGLE ID EDIT

! Run a simple edit on the ID by clicking on the EDIT pmenu and selecting the “Run edit” option.

! Edit tests that have been defined in the Edit Definitions (See Chapter 8) as active for the “Single ID” test will be run. If the ID fails any of the single ID edit tests, the following message will display, indicating the number of rejects:



Figure 4.2.4a Number of Edit Rejects Screen

! Click on “OK” to display the edit reject messages:

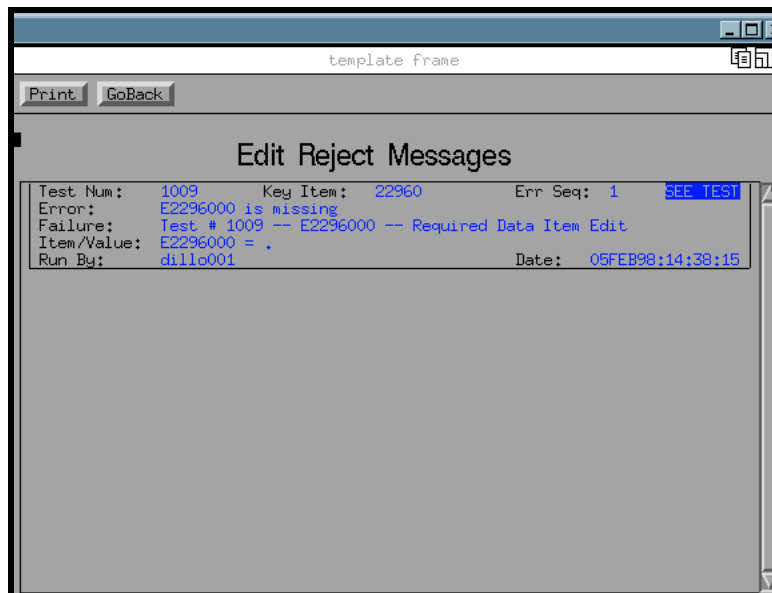


Figure 4.2.4b Edit Reject Message Screen

Test Num	Edit test number as defined in the Edit Definitions screen
Key Item	Item code of key item in test
Err Seq	Sequence number of edit reject (i.e., '3' is 3 rd edit failure, '5' is 5 th edit failure) in edit run
Error	Edit reject message as defined in the Edit Definitions screen
Failure	Test #, key item, and type of edit failure (i.e., List Directed, Balance, Required Item)
Item/Value	Key item and its corresponding value
Run by	User name of person to last run the Single ID edit test
Date	Date the Single ID edit test was run

- ! The Edit Reject Message screen is for viewing purposes only. You cannot correct the rejects on this screen. Data corrections must be made in one of the Review and Correction screens (i.e., ID by Item, ID Matrix).
- ! Click on the PRINT button at the top of the screen to print the edit rejects for the ID.
- ! Click on the GOBACK button at the top of the screen to return to the ID by Item screen.
- ! Click on "SEE TEST" (in the upper right corner of the test block) to access the actual parameter entry for the test:

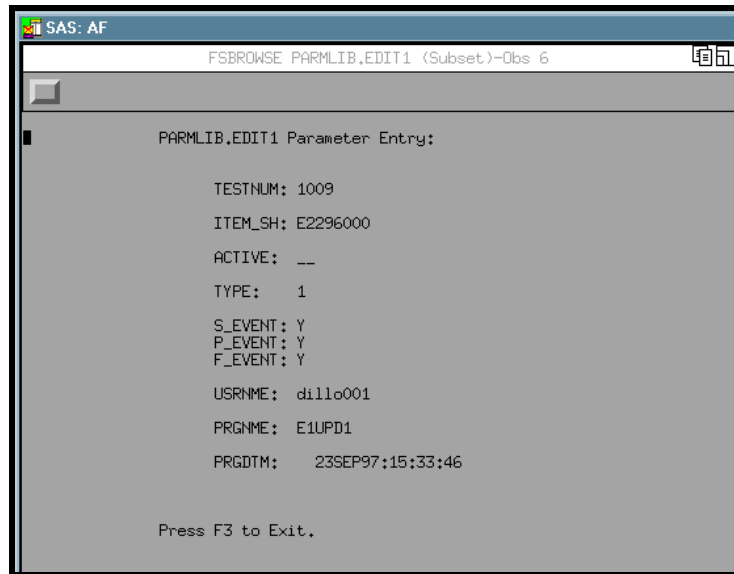


Figure 4.2.4c Edit Parameter Screen

TESTNUM	Edit test number as defined in the Edit Definitions screen
ITEM_SH	Key item (item code with prefix and suffix)
ACTIVE	Indicates whether or not the test is active (blank = active, N = not active)
TYPE	Type of edit test as defined in the Edit Definitions screen (i.e., '1' = Required Item, '2' = Range, '3' = List Directed)
S_EVENT	Indicates whether test is active for the Single ID edit
P_EVENT	Indicates whether test is active for the Pre-edit
F_EVENT	Indicates whether test is active for the Full edit
USRNM	Identifies user who last updated the edit test definition
PRGNM	Identifies the program used to update the edit test definition
PRGDTM	Indicates the date the program to update the edit test definition was run

- ! If edit rejects are identified through the “Run edit” option on this screen, a ‘W’ will be displayed in the ID Flags field in the Control Information section. The ‘W’ indicates that single ID edit rejects exist for this ID. At any time, you can click on the ‘W’ to display a list of the edit rejects, as shown in Figure 4.2.4b. The “W” will remain in the ID Flags field until you correct all rejects and rerun the edit.
- ! Press F3 to exit this screen. (See Chapter 8, Edits, for more information.)

4.2.5 WEIGHT ITEMS

Some IDs have weights. If you make changes to the edited-unadjusted data, the weighted data will not reflect these changes, unless you re-weight the data.

You can weight the item data for an individual ID or for all IDs at one time. To weight items for the ID specified in the Control Information section, select the “Weight items” option from the EDIT pmenu.

If you prefer to make corrections to many IDs and then weight the data for the whole survey all at once, you can do so using the “Estimation” option in the RUN PROCESSES module. You must have the proper privileges to run the weight program for the entire survey.

4.2.6 DERIVE ITEMS

Some IDs have derived items. Derived items are items that are not actually collected for a survey, but that are calculated or derived from other items. These other items may be items that are on the form or may be derived items themselves. If you have made changes to edited-unadjusted data, your derived item values will not reflect these changes, until you run the derived item program.

You can derive the item values for an individual ID or for all IDs at once. To derive items for the ID specified in the Control Information section, select the “Derive items” option from the EDIT pmenu. If you prefer to make corrections to many IDs and then derive items for the whole survey all at once, you can do so using the “Derived” option in the RUN PROCESSES module.

After the program has run, a message will display, indicating that the run has been completed. The program will assign derived item values a data flag of ‘D’ or ‘V’. ‘D’ indicates that the derived item value is to be treated as reported data. ‘V’ indicates that the derived item value is to be treated as imputed data.

4.2.7 RUN SIMPLE IMPUTATION

Run simple imputation on the ID by clicking on the EDIT pmenu and selecting the “Run Simple Imputation” option. Simple imputation tests that have been defined in the Simple Imputation module as active will be run. (See Chapter 9 for more information on Imputation.)

When the program has finished executing, a message will display, indicating that the run has been completed. The program will assign imputed item values a data flag of ‘E’. ‘E’ indicates that the imputed item value is to be treated as reported data.

4.2.8 RUN SIMPLE IMPUTATION AND EDIT

Run both the simple imputation AND the edit on the ID by clicking on the EDIT pmenu and selecting the “Run Simple Imputation and Edit” option. See Sections 4.2.4 and 4.2.7, above, for more information.

P-Menus

P-Menu	Options	Function
EDIT	Apply corrections (F2) Undo Delete (F6) Add item Display all form items Delete current items with no data Run edit Derive items Weight items Run simple imputation Run simple imputation and edit	Apply corrections to database Undo changes to ID Delete contents of a field Add an item record to the ID Display all items from form, even if no data exists Do not display items that have no data Run the single ID edit Calculate derived items for ID Weight items for ID Run simple imputation for ID Run simple imputation, followed by edit (for ID)
UTILITIES	Next ID (F5) Previous ID (F4) Next page (PgDwn) Previous page (PgUp) First ID Last ID Print	Access next ID in selection set Access previous ID in selection set Access next screen of data for ID Access previous screen of data for ID Access first ID in selection set Access last ID in selection set Print ID by Item screen

P-Menu	Options	Function
GOTO	Control Data ➤ Control Information Collection History Status Changes Mail Group Audit Trail ➤ Control Audit by ID Control Audit by Date Item Data ➤ ID by Item2 ID Matrix Item by ID Historical Data Audit Trail ➤ Item Audit by ID Item Audit by Date Respondent Text Notes	Access Control Information screen for this ID Access Collection History screen for this ID Access Status Changes screen for this ID Access Mail Group screen Access Control Audit by ID screen for this ID Access Control Audit by Date screen Access ID by Item2 screen for this ID Access ID Matrix screen for this ID Access Item by ID screen (for selected item) Access Historical Data screen for this ID Access Item Audit by ID screen for this ID Access Item Audit by Date screen Access Respondent Text screen for this ID Access Notes screen for this ID
HELP	ID by Item Help (F1) WhoamI (F7)	Display HELP information on using the ID by Item screen Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen